



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

PERSONNEL ASSISTANT

DUTIES AND RESPONSIBILITIES

1. Secure manpower requests and check against the budget and manpower plan
2. Post jobs and monitor ad performance
3. Screen and shortlist applicants
4. Interview screened applicants
5. Endorse applicants for scheduled interviews and facilitate the interview
6. Coordinate with active applicants and provide feedback
7. Endorse applicants to third-party providers
8. Conduct background checks such as social media checks and character reference checks
9. Facilitate onboarding and offboarding
10. Monitor and facilitate contracts
11. Facilitate payments to suppliers
12. Source and coordinate required supplies (ID, lanyards, cards, etc.)
13. Prepare reports
14. Perform other functions as maybe assigned by higher authorities.

QUALIFICATION STANDARDS

- Graduate of relevant 4-year course
- Preferably with 1 year relevant experience
- Preferably with 4 hours of relevant training

Please note that the salary rate and level of the position may differ depending on the qualifications of the candidate.